

Meeting Date: 09/30/08

# AGENDA REPORT

City of Santa Clara, California

Agenda Item # 7A-5



**Date:** September 22, 2008

**To:** City Manager for Council Action

**From:** Director of Public Works / City Engineer

**Subject:** Recommendation to Set Salary for Newly Appointed Employee, Angela Chakalian-Herrera, at Step 4 of the salary range for Account Clerk II (A 23) in the Engineering Department

## EXECUTIVE SUMMARY:

Five candidates were interviewed for the current Account Clerk II vacancy in the Engineering Department. It was determined by the selection panel that Angela Chakalian-Herrera was the most qualified candidate. Ms. Chakalian-Herrera has been an as-needed Senior Accounting Technician with the Finance Department since 2001. She is familiar with the "Peoplesoft" financial system, accounts payable and accounts receivable, financial statements, and budgets. She has a Bachelor of Science in Mathematics from Santa Clara University and additional coursework in general and cost accounting from Mission College. She has demonstrated an ability to work very well with others and a strong tendency toward meticulous and very accurate work.

Ms. Chakalian-Herrera's current level as an as-needed employee is Step 4 of range A 26. Due to her educational background, experience, and extensive knowledge it is recommended that she be appointed at Step 4 of the Salary Range for Account Clerk II (A 23).

## ADVANTAGES AND DISADVANTAGES OF ISSUE:

Appointment of this candidate at Step 4 allows the Engineering Department to hire an extremely qualified candidate who will be immediately productive and provide quality financial services.

## ECONOMIC/FISCAL IMPACT:

Sufficient funds are available in the Department Budget.

## RECOMMENDATION:

That the Council approve setting the salary for newly appointed employee, Angela Chakalian-Herrera, at Step 4 of the salary range for Account Clerk II (Range A23) in the Engineering Department.

  
Rajeev Batra

Director of Public Works / City Engineer

APPROVED: 

Alan Christenson

Acting Director of Human Resources

APPROVED: 

Jennifer Sparacino  
City Manager